



Parent-Student Handbook

Effective August 2022

Mission Statement

Our mission is to glorify God by providing an excellent classical Christian education founded upon a biblical worldview which equips students to live purposefully and intelligently in service to God and others.

Arma Dei Academy is a member of the Association of Classical Christian Schools

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School Song “NON NOBIS DOMINE” Psalm 115:1

Non Nobis, Domine, Domine (Not Unto Us, O Lord, O Lord)

Non Nobis, Domine (Not unto us, O Lord)

Sed Nomini, Sed Nomine (But to Your Name)

Tuo da Gloriam (Be Glory) Psalm 115:1

School Hymn “Be Thou My Vision” Dallan Forgaill (8th Century)

Be Thou my Vision, O Lord of my heart;
Naught be all else to me, save that Thou art
Thou my best Thought, by day or by night,
Waking or sleeping, Thy presence my light.

Be Thou my Wisdom, and Thou my true Word;
I ever with Thee and Thou with me, Lord;
Thou my great Father, and I Thy true son;
Thou in me dwelling, and I with Thee one.

Be Thou my battle Shield, Sword for the fight;
Be Thou my Dignity, Thou my Delight;
Thou my soul’s Shelter, and Thou my high Tower:
Raise Thou me heavenward, O Power of my power.

Riches I heed not, nor man’s empty praise,
Thou mine Inheritance, now and always:
Thou and Thou only, first in my heart,
High King of Heaven, my Treasure Thou art.

High King of Heaven, my victory won,
May I reach Heaven’s joys, O bright Heaven’s Sun!
Heart of my own heart, whatever befall,
Still be my Vision, O Ruler of all.

School Scripture “Ephesians 6:10-20” English Standard Version (ESV)

The Whole Armor of God

Finally, be strong in the Lord and in the strength of his might. Put on the whole armor of God, that you may be able to stand against the schemes of the devil. For we do not wrestle against flesh and blood, but against the rulers, against the authorities, against the cosmic powers over this present darkness, against the spiritual forces of evil in the heavenly places. Therefore take up the whole armor of God, that you may be able to withstand in the evil day, and having done all, to stand firm. Stand therefore, having fastened on the belt of truth, and having put on the breastplate of righteousness, and, as shoes for your feet, having put on the readiness given by the gospel of peace. In all circumstances take up the shield of faith, with which you can extinguish all the flaming darts of the evil one; and take the helmet of salvation, and the sword of the Spirit, which is the word of God, praying at all times in the Spirit, with all prayer and supplication. To that end, keep alert with all perseverance, making supplication for all the saints, and also for me, that words may be given to me in opening my mouth boldly to proclaim the mystery of the gospel, for which I am an ambassador in chains, that I may declare it boldly, as I ought to speak.

1. General Information

1.1. Vision

- 1.1.1. **Students** - Arma Dei Academy aims to graduate students, who think clearly and listen carefully with discernment and understanding; who reason persuasively and articulate precisely; who are capable of evaluating their entire range of experience in the light of the Scriptures; and who do so in joyful submission to God. The school strives to build a legacy of intelligent and thoughtful leaders who will pursue a purposeful life marked by truth.
- 1.1.2. **Faculty** - Arma Dei Academy purposes for faculty and staff to be professional and diligent in their work, gifted in teaching, and loving of the students and the subjects they teach. Faculty should clearly understand the application of classical Christian education within the classroom, possess a lifelong hunger to learn and grow, and have opportunity to be refreshed and renewed. Existing faculty will coach and nurture new faculty serving as academic mentors to students as they mature in Christ and grow in the knowledge of God.
- 1.1.3. **Parents** - Arma Dei Academy endeavors to cultivate within the school parents a sense of loyalty toward the school; seeing them well informed about the goals of the classical and Christ-centered approach. They are encouraged to be involved and invested in the school. Arma Dei Academy aims to help families follow biblical principles in addressing concerns, to be inclined to hear both sides of a story before rendering a verdict, and to be quick to embrace the Scripture's injunctions to encourage and stir up one another to love and good works.
- 1.1.4. **Community** - Finally, in relationship with the community, Arma Dei Academy aims to be above reproach investing in and bettering the surrounding communities. This will be undertaken by exemplifying the unity of the body of Christ, developing greater fellowship and understanding with local churches, and bringing honor to the Lord Jesus in all endeavors.
- 1.1.5. **Resources** - As God enables, Arma Dei Academy aims to provide students with the facilities and resources needed to accomplish all of the above for his glory through submitting totally to him, acknowledging that only he can empower and equip the school for such a task.

1.2. **Mission** - Our mission is to glorify God by providing an excellent classical Christian education founded upon a biblical worldview which equips students to live purposefully and intelligently in service to God and others.

1.3. **Value Statement** - Arma Dei Academy strives to cultivate an enduring love of learning, a commitment to serve others, and a dedication to the pursuit of God's truth.

1.4. Statement of Faith

- 1.4.1. The Statement of Faith adopted by the Board of Directors of the corporation is limited to primary Christian doctrine, which is considered central to all Christian denominations and which sets Christianity apart from other faiths. The corporation is based on traditional Christian and Orthodox beliefs and, therefore, believes it is best for all concerned that employment and admission be open only to those who adhere to traditional Christian and Orthodox beliefs. For our purposes a Christian confesses with his mouth and believes in his heart that Jesus is LORD; He died for her/his sins, and that God raised Jesus from the dead. (Romans 10:8-10). The Lead Administrator shall operate a school that will closely adhere to the Apostles' Creed and these following additional statements of faith (collectively the "Statement of Faith"):

- 1.4.1.1. We believe the Bible alone to be the word of God, the ultimate and infallible authority for faith and practice. We believe the Bible alone to be the word of God, the authoritative and final standard for

belief and conduct.

- 1.4.1.2.** We believe that there is one God, eternally existent in three Persons: Father, Son, and Holy Spirit. God is omnipotent; that is, He can do all things. God is omnipresent; that is, He is present to all creation and has under His immediate authority all things which are in Heaven, in the earth, and under the earth. God is omniscient; that is, He knows all things. He readily exercises His power which is present everywhere, and to Him there is nothing that is impossible or unknown, that is, He knows what has been from eternity, what now takes place everywhere, and what will be to all eternity.
- 1.4.1.3.** We believe that God immutably creates each person to reflect his image as male and female and that God looked at everything he had made, and he found it very good (Genesis 1:1, Genesis 1:31, Deuteronomy 6:4, John 10:30). We believe that marriage was instituted by God, is the life-long covenant between one man and one woman, and that all forms of sexual activity outside of marriage are sin (Mark 10:6-9).
- 1.4.1.4.** We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory (Matthew 1:18, John 1:29, Acts 2:22, Romans 3:24-25, Romans 8:34, 2 Corinthians 5:21, Ephesians 1:20, 1 Peter 1:3, 1 Peter 1:19-20, Revelation 1:5-7).
- 1.4.1.5.** We believe that, for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary (John 3:3-8).
- 1.4.1.6.** We believe that salvation is by grace through faith alone and not by works (of any kind) that no one may boast (Ephesians 2:8-9).
- 1.4.1.7.** We believe that faith without works is dead (James 2:17).
- 1.4.1.8.** We believe in the present ministry of the Holy Spirit, and the gifts of the Holy Spirit (1 Corinthians 12), by whose indwelling the Christian is enabled to live a godly life (Galatians 5:16).
- 1.4.1.9.** We believe in the resurrection of both the saved and the lost; they that are saved to the resurrection of life and they that are lost to the resurrection of damnation and separation from God (1 Thessalonians 4:16-17, 2 Thessalonians 1:9).
- 1.4.1.10.** We believe in the spiritual unity of all believers in our Lord Jesus Christ (John 17:20-23).
- 1.4.1.11.** We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Psalm 139).
- 1.4.1.12.** We believe that God made all people from one man. We believe that God created every person equally in his own image. As divine image bearers, all people have inestimable value and dignity before God and deserve honor, respect, and protection (Genesis 1:26-27). Though people often can be distinguished by different nationalities or ethnicities, they are ontological equals before God in both creation and redemption (Acts 10:34). We believe all sinful actions and their results (including the evils perpetrated between and upon ethnic groups by others) are to be confessed as sinful, repented of, and repudiated.
- 1.4.2.** The above are the foundational beliefs upon which the school is based. They are the key elements of Christianity and will be unapologetically taught in various ways through all grade levels. All Directors

serving on the Board and school staff must subscribe to these foundational principles. This Statement of Faith does not exhaust the extent of our faith. The Bible itself, as the inspired and infallible word of God, speaks with final authority, concerning truth, morality, and the proper conduct of all mankind, is the sole and final source of all that we believe. For the purpose of school doctrine, practice, policy, and discipline, the Board of Directors is the school's final interpretative authority on the Bible's meaning and application (2 Timothy 3:16).

1.5. The Apostles' Creed

I believe in God the Father Almighty,
Maker of heaven and earth.

I believe in Jesus Christ, his only Son, our Lord,
who was conceived by the Holy Spirit,
and born of the Virgin Mary.
He suffered under Pontius Pilate,
was crucified, dead, and buried;
he descended into hell.

The third day he rose again from the dead.
He ascended into heaven,
and is seated at the right hand of God the Father Almighty.
From there he shall come to judge the living and the dead.

I believe in the Holy Spirit; the holy *catholic church (*universal),
the communion of saints,
the forgiveness of sins,
The resurrection of the body,
and the life everlasting. Amen.

1.6. Portrait of a Graduate

- 1.6.1.** Arma Dei Academy's mission is to glorify God by providing an excellent classical Christian education founded upon a biblical worldview which equips students to live purposefully and intelligently in service to God and others. The Academy intentionally nurtures a graduate who seeks Christ in all human endeavors supported by a comprehensive biblical worldview; lives the character of Christ with wisdom, virtue, and compassion; graduates college ready with a strong foundation in the classical liberal arts; contributes joyfully to authentic Christian community; and creates culture as a beacon of Christ's love in society through an intentional calling while countering the culture at large when needed, intelligently, and with conviction.

1.7. Like-Mindedness

- 1.7.1.** Arma Dei Academy welcomes like-minded families who share similar goals in training their children in the nurture and admonition of the Lord. Families who attend the academy value God's Word, cultivate the affections of their children's hearts, and encourage their development of soul, body, and mind.
- 1.7.2.** Arma Dei Academy has developed a climate and culture of families pursuing academics and discovery, the value of the written word, and the notion that readers are leaders.
- 1.7.3.** Academy board members describe like-mindedness as families sharing common goals united in shared values and priorities. Families are encouraged to build community by opening their homes and hearts to

each other, participating in school activities, and serving one another when needs arise.

1.8. Nondiscrimination Policy

- 1.8.1.** Arma Dei Academy admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities made available to students of the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, financial assistance, athletics, or any other school administered programs.

1.9. What to Expect

It is the academy's desire to present as accurate a picture as possible of what to expect when a student enrolls at Arma Dei Academy. This is truly a partnership, and the academy wants this to be a great fit. A family can expect the following from Arma Dei Academy.

- 1.9.1. All of life and learning is studied with a biblical worldview.** We believe and teach that God is imprinted on every leaf, present in every subject, and should be explored in every class. Bible class is taught at each grade level. Arma Dei Academy intentionally aims to acknowledge God as creator and is involved in every aspect of learning and living. Students will study the history, literature, fables, mythology, and religions over many time periods, acknowledging that man seeks explanations to his existence found only in the one true God.
- 1.9.2. Applying God's word in all issues of conduct is our aim.** While Scripture is taught in all classes, we also teach students how God's Word applies to every issue in their lives. Our standards for behavior are derived from Scripture and we view it as relevant to all of life. Students, parents, and staff alike are expected to handle conflict in accordance with Scripture.
- 1.9.3. Virtue Education is part of training students in godliness.** Using Scripture, Arma Dei Academy teachers train students in virtue and wisdom. Faculty aim to explicitly and implicitly teach the theological and cardinal virtues, and how these are applied in life. Teachers guide students through a process of self-reflection, which enables students to appropriately identify choices, behaviors, and decisions as wise or unwise.
- 1.9.4. Reading and learning is vitally important to the family.** Readers are leaders! Valuing all types of literature is important. Students will read extensively. Parents may need to encourage students in their reading and read aloud. Literary selections are based on quality and depth. Some books may be upsetting, deep, or thought-provoking and many are written by secular authors. These are often the most meaningful; teaching students to think through issues biblically. This is a distinctive of classical Christian education. When students encounter truly depraved characters in literature, parents and teachers are encouraged to help students examine good and evil with the purpose of gaining wisdom.
- 1.9.5. Understanding the history and importance of classical Christian education in light of current, progressive, public education is fundamental.** The trivium orders learning in conjunction with the child's developing body and mind. The grammar level lays an early foundation of learning. The logic level emphasizes the connectivity of the subjects and learning at the rhetoric level systematically teaches students the forms of clear and creative speaking. Classes and curriculum at each level move from the concrete to the abstract. Parents are encouraged to continue to educate themselves about classical Christian education.
- 1.9.6. Memorization is valued at home.** Especially at the grammar level, memorizing is an important aspect of learning to the point of mastery. Through memorization, students will learn history, geography, English grammar, bible facts, and science. Facts committed to memory at the grammar level will be utilized again at each subsequent stage of learning.
- 1.9.7. Gaining wisdom and knowledge is the most important outcome of education.** Since the goal of

education must always be knowledge and wisdom, grades are an indicator of student progress and do not fully represent a student's intrinsic worth. Faculty aims to encourage all levels of learners. Parents are encouraged to look at growth of a student's academic performance over a period of time rather than one particular time period.

1.9.8. Joining like-minded families is key to an effective community. All families are required to sign and subscribe to a statement of faith. The Arma Dei Academy community is unique as our parents, faculty, and staff work together, utilizing the Bible as the guide to resolving conflict and finding resolution. Members of the Arma Dei Academy community are committed to their faith and learning more about Jesus Christ through devotions, church attendance, and studying Scripture.

1.9.9. Parental volunteering is vital! Volunteers are essential to not only foster parent partnership, but to assist the school in saving funds, thus keeping tuition costs as affordable as possible. Volunteers are appreciated and needed and all families are encouraged to volunteer in some capacity.

1.9.10. Family traveling should take place during scheduled academy vacations. During the 33 weeks of scheduled instructional time, class time and homework is a full load and missed classes will be difficult to overcome. Almost five weeks of vacation are scheduled throughout the school year, and we encourage families to take advantage of these times to travel. If you must travel at other times, please make prior arrangements with your teachers and be prepared to have work completed within the allotted time. Significant absences may result in a student's lack of academic success.

1.10. History of Arma Dei Academy

1.10.1. Arma Dei Academy was founded in June of 2012 by four families pursuing an excellent Christian education for their children, but more importantly, for the greater good of generations to come. Their efforts convinced them of the need to provide a classical Christian education, not only for their own children, but also as a ministry to the surrounding communities. As the academy began to become a reality, Mrs. Jen Wenger, who would later become a teacher and Principal at the academy, suggested the name "Arma Dei." The name means Armor of God in Latin and was chosen by the founding families because classical Christian education supports and encourages students as they learn to put on the whole armor of God (Ephesians 6).

1.10.2. The academy opened in August 2012 with nine students ranging from second to seventh grade, with three full-time teachers, and two part-time teachers. Another student along with two more part-time teachers were added in the ensuing school year. In June 2014 the academy moved into a new 16,000 square foot facility. With a vision for the future and in response to increased interest, a founding family purchased the 6.5 acres adjacent to the existing building and the academy continues to grow for God's glory. In May 2017, Arma Dei Academy completed its fifth year with 132 students and over 20 faculty and staff.

1.11. Educational Philosophy

1.11.1. Arma Dei Academy was established in 2012 as a private, K-8th grade Christian school committed to providing a classical, biblically based education to young people in grammar and logic grade levels. The philosophy, faith commitment, and approach to education is, and must be, different than what is offered in schools established, controlled, and/or developed by humanistic and pluralistic philosophies, as seen in both the non-classical and non-biblically based schools. Therefore, Arma Dei Academy believes that God has given primary responsibility for the education of children to the parents and not to the state or church. In response to the biblical commandment to provide a Christian education to children, and believing that this can best be accomplished in a Christian school, where a classical pedagogy and methods are used, as described in but not limited to the following suggested reading list:

- *The Lost Tools of Learning* by Dorothy Sayers

- *The Seven Laws of Teaching* by John Milton Gregory
- *Recovering the Lost Tools of Learning* by Douglas Wilson
- *Repairing the Ruins* edited by Douglas Wilson
- *An Introduction to Classical Education – A Guide for Parents* by Christopher Perrin

While we believe that the Lord in his sovereignty, has and will continue to use many translations of the Bible throughout the world, in an effort to standardize, Arma Dei Academy has chosen to use the English Standard Version (ESV) of the Bible in the classroom, and in all public presentations and marketing publications.

1.12. Values

- 1.12.1.** All the values that God teaches in his Word are essential for those who have been called by faith to believe on his Son, Jesus Christ. As parents, students, faculty, and staff are called to work together at Arma Dei Academy, the following values are particularly significant in pursuit of the mission and vision of Arma Dei Academy.
- 1.12.2.** **Excellence** - Because of who God is and what he has done for us, all endeavors at Arma Dei Academy deserve our best effort. Excellence is the standard to which we will aspire in all our actions and work. *His divine power has given to us all things that pertain to life and godliness, through the knowledge of him who called us to his own glory and excellence* (2 Peter 1:3).
- 1.12.3.** **Perseverance** - Things of value are not achieved in the short-term; they require steadfast effort over time. Our efforts to achieve the mission of the academy will be marked with perseverance. *But the one who looks into the perfect law, the law of liberty, and perseveres, being no hearer who forgets but a doer who acts, he will be blessed in his doing* (James 1:25).
- 1.12.4.** **Joy** - There is no value in joyless effort. May all we do at Arma Dei Academy, be done with Christian joy. *These things I have spoken to you, that my joy may be in you, and that your joy may be full* (John 15:11).

1.13. Enrollment Agreement

- 1.13.1.** Upon enrollment or re-enrollment at Arma Dei Academy, both parents are required to sign the enrollment agreement, which legally binds them to their financial obligation for the entire school year and memorializes their consent to be bound by the terms of this handbook. In the case where a student does not live with both parents, the school reserves the right to enter into different agreements with each parent. Once signed, the enrollment agreement supersedes and replaces all other written or verbal enrollment discussions. In the event of a conflict or inconsistency between this handbook and the enrollment agreement, the terms and conditions of the enrollment agreement shall prevail.

1.14. The Lost Tools of Learning Chart

- 1.14.1.** The material depicted on the chart on the following page is drawn from the essay *The Lost Tools of Learning* by Dorothy Sayers. It illustrates the applications of the Trivium (grammar, logic, rhetoric) that are used at the academy to envelope a classical Christian education.

Chart derived from *The Lost Tools of Learning* by Dorothy Sayers

Beginning Grammar “Pre-Polly”	Grammar “Poll-Parrot”	Logic “Pert”	Rhetoric “Poetic”
Grades K-2	Grades 3-6	Grades 7-9	Grades 10-12

Approx. ages 4-8	Approx. ages 9-11	Approx. ages 12-14	Approx. ages 15-18
<i>Student Characteristics:</i>	<i>Student Characteristics:</i>	<i>Student Characteristics:</i>	<i>Student Characteristics:</i>
1. Obviously excited about learning 2. Enjoys games, stories, songs, projects 3. Short attention span 4. Wants to touch, taste, feel, smell, see 5. Imaginative, creative	1. Excited about new, interesting facts 2. Likes to explain, figure out, talk 3. Wants to relate own experiences to topic, or just to tell a story 4. Likes collections, organizing items 5. Likes chants, clever, repetitious word sounds (e.g. Dr. Seuss) 6. Easily memorizes 7. Can assimilate another language well	1. Still excitable, but needs challenges 2. Judges, critiques, debates, critical 3. Likes to organize items, others 4. Shows off knowledge 5. Wants to know "behind the scenes" facts 6. Curious about why? for most things 7. Thinks, acts as though more knowledgeable than adults	1. Concerned with present events, especially in own life 2. Interested in justice, fairness 3. Moving toward special interests, topics 4. Can take on responsibility, independent work 5. Can do synthesis 6. Desires to express feelings, own ideas 7. Generally idealistic
<i>Teaching Methods:</i>	<i>Teaching Methods:</i>	<i>Teaching Methods:</i>	<i>Teaching Methods:</i>
1. Guide discovering 2. Explore, find things 3. Use lots of tactile items to illustrate point 4. Sing, play games, chant, recite, color, draw, paint, build 5. Use body movements 6. Short, creative projects 7. Show and Tell, drama, hear/read/tell stories 8. Field trips 9. Students learn to read	1. Lots of hands-on work, projects 2. Field trips, drama 3. Make collections, displays, models 4. Integrate subjects through above means 5. Teach and assign research projects 6. Recitations, memorizations 7. Drills, games 8. Oral/written presentations 9. Students read to learn	1. Timelines, charts, maps (visual materials) 2. Debates, persuasive reports 3. Drama, reenactments, role-playing 4. Evaluate, critique (with guidelines) 5. Formal logic 6. Research projects 7. Oral/written presentations 8. Guest speakers, trips 9. Students read to learn	1. Drama, oral presentations 2. Guide research in major areas with goal of synthesis of ideas 3. Many papers, speeches, debates 4. Give responsibilities, e.g. work with younger students, organize activities 5. In-depth field trips, even overnight 6. World view discussion/written papers 7. Students read to learn

1.15. In Loco Parentis

- 1.15.1.** Arma Dei Academy operates as an extension of the family, believing that the education, training, and discipline of children is the responsibility of their parents. The academy partners with parents in educating their children according to the doctrines and principles of classical and Christian education. Arma Dei Academy will not usurp the parents' God-given authority over the education and training of their children.
- 1.15.2.** During school hours, parents delegate their authority to the faculty, staff, and administration of Arma Dei Academy. Those who exercise authority of any kind over the students do so "in loco parentis" or "in place of the parents."

- 1.15.3.** In an effort to ensure the appropriate health and safety of the students, the academy must have on file the names and phone numbers of both parents of the student, as well as alternate contacts that can be reached immediately in the event of an emergency or illness. This signed document will be on file with the academy and available to all staff members.

1.16. Grievance Policy

- 1.16.1.** Biblical guidelines for the resolution of disputes and grievances are in operation at Arma Dei Academy. These guidelines are to be followed whenever there is a dispute or grievance concerning any aspect of the administration of the academy between any two parties connected in a direct way to the academy. This includes students, parents, staff, volunteers, administration, and the board of directors. In all instances of conflict resolution, it is imperative that the parties enter into discussions with a spirit of humility and love with a sincere desire to be at peace with one another.
- 1.16.2.** Arma Dei Academy holds as its primary motive, the reconciliation of believers, according to Matthew 18. The academy will utilize the principles established by Peacemakers and third-party counselors from this ministry if needed to facilitate reconciliation. In no event is gossiping about a situation an acceptable alternative.
- 1.16.3.** **If a Brother Sins Against You** - Matthew 18:15-17 ¹⁵ *“If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. ¹⁶ But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. ¹⁷ If he refuses to listen to them, tell it to the church. And if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector.*
- 1.16.4.** Gossip is defined as unconstrained conversation or speculation that is negative in nature, designed to vent, or garner personal support rather than following proper protocol that occurs between any members of the Arma Dei community not involved in a situation. Gossip creates overall unrest, concern, and is unhealthy for the community as a whole.
- 1.16.5. General**
- 1.16.5.1.** It is understood that if any disputes arise which are not specifically covered by this policy, the general pattern of procedures established by this policy will be followed (Matthew 18).
- 1.16.6. Students or Parents to Teacher**
- 1.16.6.1.** All concerns about the classroom must first be presented to the teacher by the parents or the student.
- 1.16.6.2.** If the problem is not resolved, the parents or student may bring the concern to the teacher’s direct supervisor, Dean of Rhetoric, Logic, or Grammar, or Principal.
- 1.16.7. Parents to Administration**
- 1.16.7.1.** If parents have a concern not solved when discussed with their student’s teacher, they may bring their concerns to the appropriate administrator.
- 1.16.7.2.** If there is still no resolution, the parents may put their concern in writing. The concern will be passed through the Principal to members of the board of directors.
- 1.16.8. Parents to Arma Dei Academy Board of Directors**

- 1.16.8.1.** If the parents purpose to put their concern in writing, it will be considered by members of the board of directors at the next regularly scheduled meeting. This board will determine if the issue needs to be dealt with at their policy making level.
- 1.16.8.2.** If the board determines that the issue should not be resolved at their policy making level, the board chairman will notify the concerned parent and inform him or her that it was discussed at the board meeting and that no further action will be taken.
- 1.16.8.3.** If the board determines that the issue should be addressed at their policy making level, the board chairman will notify the concerned parent and inform him or her that it was discussed at the meeting and will relay the next steps to be taken to resolve the issue to the parent and any other party the board deems to be necessary to resolve the conflict in a Christ-like manner. The board, in its sole discretion, may require the parents to attend reconciliation counseling or mediation and the parents shall agree to participate in good faith in the counseling or mediation at their sole cost and expense.
- 1.16.8.4.** This procedure also applies to any board members who are acting in their capacity as parents, and not as representatives of the board.

1.16.9. Volunteers to Staff or Administration or Parents

- 1.16.9.1.** If any volunteer has a concern about the volunteer work, he will present that concern to the staff member responsible for his oversight.
- 1.16.9.2.** If the problem is not resolved, the volunteer may appeal the decision to the Principal.

1.17. Accreditation

Arma Dei Academy is a member of the Association of Classical and Christian Schools (ACCS). ACCS has recently reviewed its accreditation program requirements and now offers accreditation to K-8 classical Christian schools. Arma Dei is now actively pursuing accreditation through the ACCS.

2. Organization

2.1. Structure

- 2.1.1.** A board of directors heads Arma Dei Academy. The board employs the Carver policy governance model in its duties, focusing on the ends and not the means of the academy and approving policies in furtherance of the academy’s mission. The board’s one employee is the Principal and may govern through administration limited policies. The board works to adopt strategic initiatives to guide the Academy, Collaborative Program, Preschool.
- 2.1.2.** The original permanent board members are: Mr. Greg Vigil (Chairman) and Mr. Scott Macdonald (Vice Chairman), both of whom are representatives of the founding families of the academy. The board may also have *ex officio* or non-voting members. The Principal typically attends board meetings but does not vote in board decisions.
- 2.1.3.** The board of directors is presently composed of 7 permanent directors and additional term directors.
- 2.1.4.** The day-to-day administration of the academy is the responsibility of the Principal and not the board of directors.

2.2. Association of Classical and Christian Schools

Arma Dei Academy is a member of the Association of Classical and Christian Schools (ACCS). As members, the academy is committed to supporting others as they labor toward common classical and Christian education goals. Find out more about the Association of Classical and Christian Schools by visiting their web site at <https://classicalchristian.org/>. As budget allows, Arma Dei Academy will continue to send a contingency of teachers and administrators to the annual ACCS conference.

2.3. School Membership in other Professional Organizations

Arma Dei Academy may acquire membership with other professional organizations seeking to further augment the academy's stated mission and that of classical Christian education (e.g. National Junior Classical League, Society for Classical Learning).

3. Educational Programs

3.1. Learning Disabilities

3.1.1. We believe that every child is created in the image of God (the "imago Dei") for His purposes and has unique strengths and weaknesses. Arma Dei Academy is committed to supporting students with varying learning differences to the best of its ability in order to help each individual student recognize his or her God-given purpose. Through differentiated teaching methods and reasonable classroom accommodations, a student's learning differences will be addressed.

3.1.2. Students with learning differences will be included in our regular academic curriculum based on the following criteria:

- The student must be able to learn from our regular academic program at his/her grade level without curricular modifications. Enrolled students will be held to Arma Dei Academy's published academic policies.
- A formal assessment by a licensed evaluator is required for implementation of significant classroom accommodations. An assessment provides invaluable information of a student's strengths and weaknesses. Academic support can then be targeted and most effective.
- Each student, once assessment results are provided, will receive an Educational Accommodation Plan (EAP) documenting all classroom accommodations Arma Dei Academy is able to provide to support the student's success.
- Parents must disclose the results of any previous or ongoing assessments or interventions during the enrollment process. Failure to do so may result in the termination of enrollment at the sole discretion of the school.

3.2. Struggling Students

3.2.1. If a student exhibits difficulty with the prescribed curriculum, the teacher will provide extra Classroom Support in the form of additional individual attention and instruction, differentiated instruction, preferential seating, and allow "focus objects" such as pencil grips and fidget items when necessary. The teacher will notify the parent of Classroom Support strategies utilized and elicit home support.

3.2.2. If adequate progress is not made with additional Classroom Support the teacher and appropriate Academic Dean will complete the Student Success Team (SST) referral form requesting an observation by the Academic Support Specialist.

- 3.2.3.** Following the submission of the SST referral form, the Academic Support Specialist will observe the student in the classroom and complete any informal individual assessments deemed necessary to gain a clearer picture of the student's current performance and needs.
- 3.2.4.** A SST meeting with the Academic Support Specialist, teacher, a member of the administration, and parents will be held to review the observation and assessment reports. The Academic Support Specialist will make recommendations and outside referrals if necessary.
- 3.2.5.** The Academic Learning Specialist may recommend additional professional evaluation after classroom observations and informal assessments have been administered. Once professional testing is complete the SST will reconvene to determine whether Arma Dei Academy is able to implement suggested accommodations and modifications. If the Academy is unable to implement recommendations, other support services such as small group intervention, one-on-one instruction, and a private in-class tutor (at an additional cost to parents) will be explored.
- 3.2.6.** If additional testing is not completed, students may remain in the classroom with no accommodations, modifications, or additional academic support. If the student's grade point average falls below a 2.0, he or she will be placed on academic probation. Procedures for academic probation will be followed as outlined in the Parent/Student Handbook. (3.7)
- 3.2.7.** Students with learning challenges that exhibit behaviors that distract and disturb the learning environment of other students in the classroom may be placed on an individualized Behavior Plan. A written plan will identify problematic behaviors and include goals, discipline procedures, and method(s) of communication and must be agreed upon and signed by parents and school administration. Students on an individualized Behavior Plan may not be extended an enrollment agreement for the following academic year at the sole discretion of the school.
- 3.2.8.** The teacher/tutor and parents will have regular meetings to review academic progress and any needed accommodations. A written record of all meetings will be kept and any changes to previously agreed-upon expectations must be approved and documented by the Academic Support Specialist and the Principal.
- 3.2.9.** All documentation will be routed through the communications office to be attached to the student's permanent file in PCR.
- 3.2.10.** The steps outlined above are not universally applicable. Possible alternatives to this process include, but are not limited to:
 - 3.2.10.1.1.** Testing through the school district or a private practice, typically resulting in an IEP/ISP.
 - 3.2.10.1.2.** Once results are received, the school will work with parents to determine the academy's ability to implement recommended accommodations and modifications.
 - 3.2.10.1.3.** If accommodations and modifications seem reasonable and attainable by the student's teachers, the teacher should utilize the Academic Support Specialist to assist in conformity.
 - 3.2.10.1.4.** The school, in its sole and unfettered discretion, may determine if it is unable or ill-equipped to meet the recommended accommodations or modifications. If this is the case, Arma Dei will provide a resource list of educational alternatives and/or notify the parents that it is unable to meet the needs of the student and exercise its right to terminate enrollment pursuant to the terms of the enrollment agreement.

- 3.2.10.1.5.** Tutoring off campus through a private tutor based on recommendations from the academy or diagnostic testing may occur.
- 3.2.10.1.6.** Therapy on or off campus that was recommended from the academy or diagnostic testing may occur.
- 3.2.10.1.7.** In-class tutoring provided by a private tutor who has been vetted by the school. The private tutor establishes a working contract with the family and relationship with the teacher of record. Weekly reports are submitted to the parents and teacher.
- 3.2.10.1.8.** A modified schedule may be considered with student attending fewer classes to maximize the student's progress with their tutor. All modifications will be documented in the permanent record.

3.3. Homework

- 3.3.1.** Across Arma Dei's Schools of Grammar, Logic, and Rhetoric, homework is viewed as an opportunity for students to engage with what they have learned and to prepare for the coming day. While being diligent in our pursuit of academic rigor, we also want to be intentional in encouraging our students to rest, pursue extracurricular activities, and have time with their families outside of the classroom.

Time spent on homework at the ninth grade level, therefore, will be comparable to that of eighth grade, with perhaps a slight increase. Of course, completion of homework varies for each student according to their aptitude and focus.

3.3.2. Time Limitations

The necessity for doing homework will vary from grade to grade and even from student to student. Across Arma Dei's Schools of Grammar, Logic, and Rhetoric, families can expect on average about 10 minutes of homework per grade level per night. For example, a third grader should expect no more than 30 minutes of homework per night. In the School of Grammar, no homework will be assigned over the weekends. At the Logic and Rhetoric levels, weekend homework should not exceed these limits (i.e., equivalent to a single night's homework). Homework should not be assigned over fall break, Thanksgiving and Christmas vacations, or spring break.

3.3.3. Late Homework Policy

Homework assignments submitted one day late will be penalized 10%, thus receiving a maximum grade of 90%. Homework assignments submitted two or more days late will be penalized 20%, thus receiving a maximum grade of 80%. No late work will be accepted for credit after the end of a quarter.

3.4. Excused and Unexcused Absences and Tardy Policy

- 3.4.1.** Each student is expected to be present every day that school is in session. It is recognized that sometimes students must miss school for a variety of legitimate reasons. Parents must contact the teacher of record and school receptionist by 8:30 a.m. either through email or by phone (303-346-4523) to notify of the student's absence.

3.4.2. Excused Absences - Excused absences include absences for the following reasons:

- 3.4.2.1.** Medical appointments (regular appointments should be scheduled after school hours or during

vacations when possible)

3.4.2.2. Medical/dental emergencies

3.4.2.3. Personal illnesses (extended illness will be handled on a case-by-case basis)

3.4.2.4. Death in the immediate family

3.4.2.5. Family emergencies

3.4.3. **Excused Absences Make-Up Work** – Make-up work for credit will be allowed for all excused absences. The student will be granted the same number of days missed plus 1, to make up any assignments (absent three days equals three school days +1 to make up the assignments and missed tests). Parents and students must coordinate with each teacher to make up all missed work.

3.4.4. **Unexcused Absences** - Unexcused absences occur when a student is absent from all or any part of a school day without meeting the criteria for excused absences. Family vacations not scheduled during academy vacations are considered unexcused absences. If a student is excessively absent, the school reserves the right to remove the student from school. In such cases, the parents of the student remain obligated to fulfill all financial commitments of the academy enrollment agreement.

3.4.5. **Notification of Unexcused Absences** – Since there is a direct correlation between attendance, grades, and overall educational success, it is imperative that unexcused absences be kept to a minimum. The school calendar provides generous vacation periods throughout the year and, when possible, travel and activities should be planned during these times.

3.4.6. **Unexcused Absences Make-Up Work** –Except for assignments that require in-class participation, which cannot be reasonably duplicated outside of the class that was missed, make-up work for credit will be allowed for family vacations and participation in non-school-related academic, artistic, and athletic competitions. In courses with graded in-class participation, students will receive a zero for all unexcused absences. Logic and Rhetoric students are responsible for checking Canvas and proactively reaching out to their teachers with questions about assignments upon their return to school. All assignments and handouts missed during an unexcused absence will be given to the student the day he or she returns to school. ***No work will be provided before the absence.*** All missed assessments will be proctored by an Arma Dei faculty member and made up after school. Due dates for missed work will be determined and communicated by individual teachers. Additionally, tutoring or after-school help is not available for work missed due to unexcused absences.

3.4.7. **Tardy Policy**

3.4.7.1. Students are considered tardy when not in their classroom and ready to start class at 8:15 AM. Parents dropping students off at the academy after 8:10 AM will need to park their vehicles, walk their student into the academy, and sign him or her in at the front desk.

3.5. **Parental Monitoring of Academic Performance, Conduct, and Assignments**

3.5.1. Arma Dei Academy uses an online gradebook. Parents will receive a unique login ID to allow them to access their student's grades via the parent portal on the academy website. Teachers will post grades no later than 7 days following an assignment's due date. The online grade book enables parents and students to check assignments, grades, attendance, conduct, and schedule, as well as print report cards and transcripts — all conveniently from the web. Parents are expected to view student grades weekly.

3.6. **Grading Philosophy**

At Arma Dei Academy, grades are used to inform teachers, students, parents, and administration of student mastery of content. Grades are not a measure of one's worth nor are they to be something in which students find their identity. Instead, we seek to instruct our students to find their identity in Christ. They are known, loved, and redeemed through the work of the cross, and as such blameless in the eyes of God. Their worth lies in their status as image bearers of God and in their status as adopted children of God, not in either accomplishments or short-fallings. The end goal of grades is to reflect mastery of content while seeking to avoid the negative pitfalls of grades creating undue pressure and unrealistic emphasis. To meet this goal, teachers will grade according to the following guidelines.

3.6.1. Grading Scale

3.6.1.1. K-2 and Grammar Specials Classes meeting fewer than 4 times per week

E = Excellent

S = Satisfactory (passing grade) (teacher may include + or -)

N = Needs Improvement

U = Unsatisfactory

3.6.1.2. Third through Ninth Grade

98-100%	= A+	(4.3 grade points)
97-94%	= A	(4.0 grade points)
93-90%	= A-	(3.7 grade points)
89-87%	= B+	(3.3 grade points)
86-84%	= B	(3.0 grade points)
83-80%	= B-	(2.7 grade points)
79-77%	= C+	(2.3 grade points)
76-74%	= C	(2.0 grade points)
73-70%	= C-	(1.7 grade points)
69-67%	= D+	(1.3 grade points)
66-64%	= D	(1.0 grade points)
<64%	= F	(0.0 grade points)

3.6.2. Weighting Categories

3.6.2.1. Third through Fifth Grade: Teachers will notify students and parents of class categories and weights, which may include categories such as: Class Participation, Homework/Classwork, Quizzes, Projects, and Presentations, and Tests.

3.6.2.2. Sixth through Ninth Grade: Teachers will notify students and parents of class categories and weights.

3.6.3. Midterm and Final Exams: Comprehensive exams may be given in Latin, English, math, history, science, and Bible in seventh through ninth grades. Family vacations during these times are highly discouraged and may result in the student being unable to make up a missed exam.

3.6.4. Incomplete Coursework: A grade of "I" designates course work not completed. This course work must be completed or the course must be repeated. Students who are withdrawn, expelled, or leave the academy before the end of a grading period without completing all required coursework receive a grade of "I."

3.6.5. Extra Credit: Extra credit assignments will not be provided.

3.6.6. Grade Reporting

3.6.6.1. In the School of Grammar, report cards will be generated at the end of each quarter. They can be viewed online or printed at home and the school will notify parents when grades are posted.

3.6.6.2. In the Schools of Logic and Rhetoric, progress reports will be issued at the end of first and third quarters. For transcript purposes, grades are calculated on a semester basis.

3.7. Academic Probation

3.7.1. A student's academic progress will be reviewed by the teacher quarterly. Students not meeting minimum academic requirements may be placed on academic probation.

3.7.2. For students in grades K-2 with greater than 30% N's or U's on their report card a parent/teacher conference will be scheduled, during which a plan of action will be negotiated.

3.7.3. Students, grades 3-9, are required to maintain at least a 2.0 GPA during each academic quarter in order to assure adequate academic progress. In calculating GPA, courses meeting fewer than 4 times per week will be given half the weight of classes meeting 4 or 5 times per week and music, art, and PE are not included.

3.7.3.1. If a student's GPA is below 2.0, that student will be placed on academic probation during the following quarter. A parent/teacher conference will be arranged to design a plan to improve performance.

3.7.3.2. Students who are on academic probation are ineligible to participate in school-related extracurricular activities during the quarter in which they are on probation as determined by the administration.

3.7.3.3. At the end of the next quarter, if the student's quarterly GPA is not at least a 2.0, the student may be expelled. This does not cancel the signed enrollment agreement (see 1.13.1).

3.7.3.4. A student on Academic Probation may not be extended an enrollment agreement for the following academic year.

3.8. Promotion

3.8.1. Adequate academic progress must be made for promotion to the next grade level. Students in Kindergarten-2nd grades must maintain 70% of E's and S's in categories graded (music, movement, and art not included).

3.8.2. Students, grades 3-9, must maintain a minimum of 2.0 cumulative GPA in all core subjects (music, art, and PE not included).

3.8.3. A student who fails one or more classes with a GPA of at least 2.0 may be required (at the parents' expense) to: retake a course, complete summer work, utilize a tutor the following academic year, or implement other measures deemed necessary by the academy.

3.9. Class Placement

3.9.1. At Arma Dei Academy, we strive to employ gifted educators that love the Lord, their students, and classical Christian education. There are many factors that are taken into consideration when putting a class roster together. These decisions are not taken lightly and they are rooted in prayer. Therefore, we do not accept teacher requests.

3.10. Technology Policy

3.10.1. Cell Phone Usage

3.10.1.1. In the Schools of Grammar and Logic, in order to create a distraction-free learning environment, Arma Dei Academy requires that students leave cell phones at home. If a student is seen with a cell phone the following consequences can be expected.

3.10.1.1.1. First offense of the semester: Phone will be confiscated, and parent or guardian must pick it up from the front desk at the end of the day. Parents will be notified via phone call.

3.10.1.1.2. Second offense: Phone will be confiscated, and the parent or guardian must pick it up from the front desk at the end of the day. Parents will be notified via phone call and the student will serve an in-school suspension.

3.10.1.1.3. Exceptions to the cell phone policy may be made for extraordinary circumstances. If a student brings a cell phone to school, it must be turned off and checked in at the front desk to be securely stored until the end of the day.

3.10.1.2. In the School of Rhetoric, students will be permitted to bring cell phones on campus. Cell phones must remain powered off and stored in the student's backpack during school hours.

3.10.2. Personal Devices

3.10.2.1. Smart watches of any kind are not permitted to be worn by students on campus.

3.10.2.2. In the Schools of Grammar and Logic, personal electronic devices (including laptop computers, iPads, or gaming devices) are not permitted on campus.

3.10.2.3. In the School of Rhetoric, at the direction of teachers, students will occasionally be permitted to bring personal laptop computers or iPads for use in the classroom.

3.10.2.3.1. Students will not be permitted to work online unless given permission to do so by their teacher. Online access will be restricted and controlled with wireless access credentials.

3.10.2.3.2. Students may not use their personal devices for anything other than class-related work, including internet, unneeded applications, etc.

3.10.3. Logic and Rhetoric-level learning at Arma Dei Academy attempts to utilize the best of all human history in helping students learn and practice the creative arts, literature, religion, philosophy, and the natural, applied, and social sciences. We aim to involve students in close examination and thoughtful dialogue of great works utilizing the beneficial aspects of technological advancements.

3.10.4. A classroom set of iPads at the Logic and Rhetoric levels will be used to enhance student learning. Whether it be interpreting and displaying results from a complex science experiment, shooting a video depicting recently read literature, composing a research paper on the intricacies of the hieroglyphs, developing an iBook to illustrate an Old Testament patriarch, or researching to solve a current environmental problem, iPads can augment learning.

3.10.4.1. The iPads will be securely stored, numbered, and assigned to specific students at the Logic and

Rhetoric levels. Utilizing the iPad app, Lightspeed, all usage will be regularly filtered and monitored. iPads will not travel to and from the school, but any work accomplished at school will be uploaded to Google Drive so that progress can continue at home.

3.10.4.2. iPad usage in the classroom is well planned, reserved by the teacher to regulate use, and does not replace other modes of learning.

3.10.4.3. Students will only work online under direct adult supervision.

3.10.5. Students are expected to have access to a printer outside of school and homework must be printed off at home. Only in rare occasions will students be allowed to use the school's printer with teacher permission to work on in-class projects.

3.11. Standardized Testing

3.11.1. Each spring, students in grades 1-8 will take the Comprehensive Testing Program standardized achievement test (CTP). Published by the Education Records Bureau, the CTP is a rigorous assessment of student achievement of essential standards and learning domains for grades 1-8 in English language arts and mathematics. Verbal and quantitative reasoning tests are included for grades 3 through 8. Student scores will be compared with similar independent schools throughout the country. Standardized test results are one piece of information that helps teachers and parents understand how well children are learning. To obtain an accurate picture of a student, standardized test results are evaluated along with report cards, parent and teacher observations and comments. Test results are only one piece of a broad puzzle. Scores will be uploaded to PCR by the end of June. Family vacations are highly discouraged to take place during these times. Arma Dei Academy partners with Colorado Christian University (CCU) to provide dual credit (i.e., both high school and college/university credit) for specific Rhetoric classes. Dual credit classes are typically offered in conjunction with standard credit classes but are distinguished by additional assessments and more rigorous grading rubrics. Certain dual credit classes (e.g., Algebra II) are offered separately from their standard credit counterparts. Enrollment in classes for dual credit requires an enrollment fee of \$200 per class paid directly to CCU in addition to tuition at ADA. Transcripts of college credit achieved by ADA students must be obtained directly from CCU. Dual credit classes are weighted for purposes of calculating grade point averages. Students wishing to enroll in a Rhetoric class for dual credit must have obtained an A minus (90%) or higher for both semesters in the standard credit prerequisite for that class or a B minus (80%) or higher for both semesters in the dual credit prerequisite of that class. So, for example, a student wishing to take Theology I for dual credit in 9th grade must have obtained an A minus or higher in 8th-grade Bible; a student wishing to take Theology II for dual credit in 10th grade must have obtained a B minus or higher in Theology I as a dual credit class (or an A minus or higher in Theology I as a standard credit class). A student who does not meet these criteria may obtain special permission to enroll for dual credit from the Dean of the Rhetoric School and the teacher of the dual credit class in question. Where special permission to enroll in a dual credit class is sought, the Dean and teacher will consider the student's overall record and consult the student's previous teachers to determine the student's ability to meet the dual credit requirements of the class in question.

4. Etiquette and Discipline

4.1. **Student Etiquette** - *Do nothing from selfish ambition or conceit, but in humility count others more significant than yourself. Let each of you look not only to his own interests, but also to the interests of others* (Philippians 2:3-4).

- 4.1.1. There are numerous ways students are encouraged and expected to demonstrate the fruit of the Spirit to one another, and to their teachers at Arma Dei Academy. Periodically, students will receive instruction and reminders about these expectations. It is our desire that these actions will become part of the daily fabric of Arma Dei Academy.
- 4.1.2. Young men shall be trained to show respect and consideration for the ladies of the academy. This can be applied through opening doors for all ladies, classmates, teachers, and parents. This means that ladies are always allowed to enter/exit the room first. In all events where food is served, ladies are to be seated and served first. Young ladies shall be trained to accept this kindness with humility and thankfulness.
- 4.1.3. Students shall be trained to show proper respect to teachers and administration by addressing them by Mr., Mrs., or Miss, and by responding politely, “yes, Mr./Mrs.”, “yes, sir/ma’am” or “no, Mr./Mrs. or no sir/ma’am”, not “yeah” or “ugh.” Depending on the grade level, students should stand when someone knocks and enters the classroom or have a designated student ambassador to greet guests who enter the learning environment.
- 4.2. **Standards for Etiquette** - In order to achieve consistency and order, the academy teachers will train students in the following standards of etiquette.
 - 4.2.1. **Grammar School Students**
 - 4.2.1.1. Students are required to sit attentively in class maintaining good posture and eye contact with the speaker during instruction time.
 - 4.2.1.2. When walking through the hallways, students will stay in a straight line, walk to the right of center, keep their hands off the walls and refrain from talking. When passing through doors, each student should carefully pass the door to the person behind him or her.
 - 4.2.1.3. When walking longer distances, the line leader should pause at the end of each hallway until the end of the line has caught up with the group.
 - 4.2.1.4. Generally, gentlemen should allow young ladies to be first in line, the first to be seated, etc. Grammar school classes with “students of the day” are one exception to this. Young ladies should be taught never to demand to go first, but to graciously accept when offered.
 - 4.2.1.5. If an adult is entering the classroom and does not desire to interrupt the lesson, the teacher is to continue teaching and the students need not stand for the classroom visitor. If, however, an introduction is desired, the adult will knock on the door.
 - 4.2.2. **Logic and Rhetoric School Students**
 - 4.2.2.1. Students will wait to be seated in class until invited by the teacher. This is done as a sign of respect for the learning environment and instructor. While seated, students are required to sit attentively in class maintaining good posture and eye contact during instruction time.
 - 4.2.2.2. When walking between classes the students must move quickly and quietly through the hallways into their next classroom where they may visit with classmates until class begins.
 - 4.2.2.3. The student should raise his/her hand to indicate a desire to ask a question or to answer one presented by the teacher. There may be occasions in the Schools of Logic and Rhetoric where a more informal format will be used in student discussion.

- 4.2.2.4. Students will be taught to ask politely rather than announce their needs or demand something.
- 4.2.2.5. In the School of Logic, romantic relationships between students should not be initiated or cultivated in person or via social media. In the School of Rhetoric, Arma Dei Academy defers to parents to determine whether their own students are ready and/or permitted to initiate or cultivate romantic relationships with students of the opposite sex. Public displays of romantic affection at school or school-sponsored events are not permitted. Arma Dei faculty are committed to rightly ordering the affections of their students, and so will always encourage students to invest their affections supremely in God, which investment carries a guaranteed return. Faculty will, moreover, always encourage students to foster relationships with their peers that respect those peers as image-bearers of God, and to be careful to protect their own emotions and those of their peers.
- 4.2.2.6. When in need of administrative assistance, students will be taught to go first to the receptionist to state their business and then wait to be admitted to the office. In general, students are not allowed into the back-office area.
- 4.2.2.7. Students are only to answer classroom phones when advised by their teacher. Students will be trained to answer politely by stating the teacher/subject they are with and asking how they can assist the caller. Students are not permitted to use classroom phones for personal calls.
- 4.2.2.8. All students in the 341 building are expected to go outside promptly for snack walk and lunch break unless a teacher has said otherwise. Loitering in hallways after class will not be tolerated.
- 4.2.2.9. Arma Dei Academy students may be assigned an open locker to provide backpack, lunchbox, curriculum, and coat storage. Students are responsible to keep their assigned area organized, clean, and free of extra decorations (including notes). All papers and materials must be contained in appropriate storage containers. Approved additional shelving is permitted. All materials should be organized daily and all food must be removed daily. Logic level teachers will provide specific guidelines and checkpoints throughout the week. An open locker inspection may occur at any time.

4.3. Universal School Rules

- 4.3.1.1. No food on the turf.
- 4.3.1.2. Students may not bring any toys into the classroom (Rubik's cubes, fidget spinners, sensory putty).
- 4.3.1.3. Candy, mints, and/or chewing gum are not allowed in classrooms except at the teacher's discretion during CTP testing.

4.4. Classroom Rules

- 4.4.1. Listen and follow directions
- 4.4.2. Raise your hand before speaking or leaving your seat
- 4.4.3. Keep hands, feet and objects to yourself
- 4.4.4. Make wise choices
- 4.4.5. Love your neighbor as yourself (Mark 12:30-31)

4.5. Logic and Rhetoric Specific Rules

- 4.5.1. Only one person is allowed to speak at a time.
- 4.5.2. No person is allowed to interrupt another who is speaking.
- 4.5.3. Respect must be paid to every person and his/her property. Students are expected to treat all of the academy's materials or facilities with respect and care. This includes all books distributed to the students as well as the academy facility. Students will be charged for lost or damaged books.
- 4.5.4. Each student is responsible for his/her conduct, conversation, and character before God. Students are expected to cooperate with basic Christian behavior and conversation. All students are expected to include others and exclusivity is not acceptable. There should be no talking back or arguing with teachers or staff. Prompt and cheerful obedience is expected. Requests from teachers should not have to be repeated.
- 4.5.5. Each student is responsible for completing class assignments and participating in class activities. Arma Dei Academy believes that teaching students to do their own work and keep their eyes on their own papers should begin at the grammar level. Cheating is unacceptable and is defined as plagiarism or copying an answer. This includes working together on an assignment that was to be completed individually, and looking on another student's paper during a test. The consequences for cheating will be determined by the teacher and will include an office visit.

4.6. **Social Media Guidelines**

- 4.6.1. Social networking (online via computer or phone) is a popular means of social interaction in today's culture. Arma Dei Academy advises parents to use caution and to be diligent when deciding at what age and to what extent they allow their children to access these networks. There are significant risks associated with all forms of social media, so it is assumed parents will be monitoring their children's use of it. The academy prohibits faculty and student interaction on social media.

4.7. **Discipline and Discipleship Policy**

- 4.7.1. Classical Christian education uniquely recognizes that education is the process of training student affections. Arma Dei wants students to love the academy's rules and standards thus leading them to love their neighbors, and most importantly, love God. To love God, a student must love what God loves. God has set forth authority in the lives of students, and these authorities set up standards. The school and its rules are part of that structure. As Christ loved and trained his disciples, so Arma Dei seeks to train students to love standards, and be disciplined in love. This involves a close, loving community and high standards.

4.7.2. **Philosophy**

- 4.7.2.1. **Overview of Discipline:** Scripture establishes God's discipline of his own adopted sons and daughters—that is, believers in Christ—as the paradigm for the proper discipline of children (Prov. 3:12). In disciplining students, therefore, Arma Dei Academy and its faculty intentionally seek to reflect the manner and goal of God's own discipline of his people.
- 4.7.2.2. **Manner of Discipline:** Insofar as the discipline of students at ARMA DEI ACADEMY by faculty members is intended to be a reflection of God's discipline of his people, it should be:
 - 4.7.2.2.1. Motivated by love and a desire for the (eternal) well-being of its recipient (Prov. 3:12, Heb. 12:6, Prov. 13:24).
 - 4.7.2.2.2. Administered from a place of intentional relationship (Prov. 3:12, Heb. 12:6, Prov. 13:24).
 - 4.7.2.2.3. Exercised in a manner analogous to the discipline that parents are called to administer in the

- home; i.e., with a balance between firmness and tenderness (Cf. Prov. 13:24 & Eph. 6:4).
- 4.7.2.2.4. Administered from a foundation of clear and consistent instruction regarding expectations to students and correspondingly clear explanation of consequences for (dis)obedience.
- 4.7.2.2.5. Accompanied by prayer both for and with its recipient.

4.7.2.3. **Goal of Discipline:** The goal of discipline is not primarily a learning environment free from distraction or nuisance, but students who know and believe the Gospel and understand the implications of the Gospel for their conduct. Arma Dei Academy’s mission is to equip students for lives of service to God and others. True service is both motivated by and modeled upon God the Son’s sacrificial service to us in his incarnation, life, and death for us (1 John 4:19; Phil. 2:5-11). While a goal of discipline, then, is to produce a certain “manner of life” in students, the “manner of life” ultimately desired for students is one that reflects an understanding of, and confidence in, “the Gospel of Christ” (Phil. 1:27). Discipline, in sum, constitutes a unique opportunity to speak the Gospel into the lives of students and to form within them a stronger sense of identity as citizens of a heavenly kingdom and children of the living God (Phil. 3:20, Rom. 8:15-16), an identity that necessarily translates into the specific behaviors and virtues desired for students.

4.7.3. Practice

- 4.7.3.1. Most minor infractions can be resolved in class through correction and training. Much time is spent during the first two months at the school teaching, training, and practicing what is expected of students. Teachers model and walk students through behavior issues using self-reflection sheets and the published conflict resolution process (4.8.4) when appropriate and necessary. Young students thrive in a structured environment and therefore, if order is maintained, discipline issues tend to remain minor.
- 4.7.3.2. For minor infrequent infractions (speaking out of turn, tardiness, running in the hallway, uniform violations etc.) teachers will administer discipline as they see appropriate. Consequences may include the loss of House points, staying in for breaks and/or janitorial work.
- 4.7.3.3. Repeated minor incidences as well as more significant infractions will result in a parent communication and more significant consequences (such as detention or suspension).
- 4.7.3.4. When a student continues in the same pattern of offense an office visit, detention, or suspension may result.
- 4.7.3.5. Three documented behavioral incidents within a semester will result in an office visit.
- 4.7.3.6. Detailed Discipline Policies
 - 4.7.3.6.1. Grammar Discipline Policy
 - 4.7.3.6.2. Logic Discipline Policy
 - 4.7.3.6.3. Rhetoric Discipline Policy

4.7.4. Office Visits

- 4.7.4.1. There are certain behaviors that will automatically necessitate discipline from the Principal or Dean of Students. These behaviors often escalate quickly and need to be addressed firmly and swiftly. In these instances, the appropriate administrator will determine the nature of the discipline for the infraction in question. They may require restitution, detention, janitorial work, suspension, parental attendance during the school day with the child, or any other appropriate measures consistent with biblical guidelines. Those behaviors include the following:
 - 4.7.4.1.1. Disrespect shown to faculty, staff, or student

- 4.7.4.1.2. Dishonesty, including lying, cheating, or stealing
- 4.7.4.1.3. Rebellion demonstrated by outright disobedience in response to instructions
- 4.7.4.1.4. Fighting demonstrated by striking in anger intending to harm another
- 4.7.4.1.5. Obscene, vulgar, profane language or gestures.

4.7.4.2. If for any reason, a student receives discipline from the Principal or Dean of Students, the following accounting will be observed within the school year.

- 4.7.4.2.1. The first three times a student is sent to the Principal or Dean of Students for discipline, the student's parents and teacher will be contacted and given the details of the visit. The incident will be recorded and entered in the student's file on PCR. An email detailing the event and the discipline measures taken will be sent to the parents after each incident and attached to the student's file. The parents' assistance and support in averting further problems will be sought.
- 4.7.4.2.2. Should the student warrant a fourth office visit, a two-day suspension will be imposed on the student. A meeting with the student's parents, teacher, and Dean of Students or Principal will be required for student's re-admittance.
- 4.7.4.2.3. If a fifth office visit is required, the student may be expelled from the school.

4.7.5. Student Conflict and Resolution

4.7.5.1. **Philosophy:** A spirit of unity among students is critical to the fulfillment of Arma Dei's mission to glorify God by classically educating students and equipping them for lives of service to God and others (Eph. 4:1-3; John 13:35). Proper resolution of conflict, in turn, is critical to the maintenance of unity (Matt. 18:15).

- 4.7.5.1.1. Conflict between students at ARMA DEI ACADEMY, like conflict between members of any Christian community, is to be expected and, in God's providence, can foster rather than undermine genuine unity.
- 4.7.5.1.2. Conflict provides a unique opportunity to reenact the Gospel, which comprises an offended party (God) initiating reconciliation with an offending party (a human sinner) out of love for that party and a desire for his/her well-being, and an offending party acknowledging his/her sin and receiving full forgiveness for the same (1 John 1:9; Isa. 43:25).
- 4.7.5.1.3. The offended party in particular in a conflict has the potential to reflect God's own heart towards sinful human beings in the way that he or she chooses to engage an offending party (cf. 2 Cor. 5:19 & Matt. 18:12-17).
- 4.7.5.1.4. Conflict between students very often involves fault on the part of both parties. Both parties to conflict, then, typically have opportunity to confess their own fault(s) while simultaneously reflecting the character and mission of God himself in their love for and forgiveness of another.

4.7.5.2. **Faculty and Parent Involvement:** Student conflict also provides a unique opportunity for faculty members to contribute to the character formation of students, guiding them through the process of humbly confessing sin and seeking forgiveness from another student, and/or lovingly extending forgiveness to another student.

- 4.7.5.2.1. The degree of faculty involvement in student conflicts will necessarily vary according to the ages of students involved in those conflicts. While SOL students specifically are expected to exercise their own initiative to address minor conflicts and/or offenses following the procedures outlined below, they are always welcome to enlist the help of a faculty member to counsel and guide them through those procedures.

4.7.5.2.2. Students are specifically encouraged to enlist support from faculty members for more significant conflicts/offenses, and/or when their own efforts to resolve minor incidents lead to the escalation rather than resolution of the same. Parents of students are likewise expected to shepherd their own children through instances of conflict without co-opting their child's responsibility to engage others in the process of reconciliation.

4.7.5.3. Procedures

4.7.5.3.1. A student who perceives that he or she has caused offense to another student or students by inappropriate words or actions should approach the offended student(s), offer an apology (without rationalization) for the specific offense, and seek forgiveness from the offended student(s). Cf. Matt. 5:23-24 & Rom. 12:18.

4.7.5.3.2. A student who has been offended by the words or actions of another student (or students) has two options for how he or she responds:

- 4.7.5.3.2.1.** In keeping with Scripture's encouragement to be slow to anger and quick to overlook another's offense (Prov. 19:11), the offended student may choose to forgive the offending student without confronting that student and/or naming the offense in question. The decision to overlook an offense should be:
- motivated by love (1 Pet. 4:8), not by a natural proclivity to avoid confrontation or by an intention to exact revenge through slander or insult at some future point (1 Pet. 3:9);
 - exercised in humility, i.e., in recognition that one is just as sinful as the offending party and has been forgiven far greater offenses by God (Luke 7:41-47);
 - exercised in confidence that not confronting the offending party will not confirm the same in a pattern of unhealthy interactions with others (i.e., the offense is minor and/or out of character for the offender).

- 4.7.5.3.2.2.** In keeping with Scripture's encouragement to confront an offending brother or sister for his/her own good (Matt. 18:15), the offended student may choose to approach the offending student and humbly identify that student's offense. The decision to confront an offending student should be:
- motivated by love (Matt. 18:15), not by a desire for retaliation or vindication. The goal, in other words, is to "win your brother," not to win your case;
 - carried through to completion; i.e., an offended student should persist in seeking reconciliation with an offending student until reconciliation is achieved and should involve a faculty member if initial efforts at reconciliation are not successful (Matt. 18:15-17).

4.7.5.3.2.3. The choice between overlooking and exposing an offense is governed by a number of factors, including but not limited to the gravity of the offense and/or a faculty member's judgment of what will provide maximum opportunities for growth in Christian understanding and practice for the specific students involved in conflict.

4.7.5.3.2.4. Both courses of action open to an offended party in a conflict require love for the offending party—love that reflects God's own persistent love for human beings despite their sin against him. Recognizing that such love is unnatural to fallen human beings, students who discover themselves on the receiving end of an offense are encouraged, together with any faculty member(s) advising them, to pray to God for the charity required to genuinely forgive the offending party.

4.7.5.4. Additional Guidelines

- 4.7.5.4.1. Resolution to conflict should be sought in a timely manner. See Eph. 4:26.
- 4.7.5.4.2. An offended student should not share the details of another student's offensive words or actions with students not involved in the incident, whether before or after resolution with the offending student has been reached. See Prov. 17:9.
- 4.7.5.4.3. Resolution to conflict should not typically be sought by communication via email or social media. Electronic forms of communication do not typically provide an adequate platform for the conversation necessary to achieve reconciliation between estranged parties.

4.7.5.5. **Communication Regarding Behavior/Conflict**

- 4.7.5.5.1. Communication with parents is a critical piece when partnering together in the formation of our students' character and hearts through discipleship and discipline. It is equally important to give teachers and students space to work through daily challenges without reporting each time a teachable moment occurs. Parents will be notified when minor incidents become a pattern of behavior, when an office visit occurs or when there has been significant conflict with a peer that has resulted in mediation by a faculty member. Means of communication vary in form and frequency by grade level and according to the severity of the offense.

- 4.7.5.5.2. **Phone Call & In-person Meetings:** When possible, teachers and administration will communicate behavioral concerns in-person or over the phone and will send a follow-up email summarizing the oral communication. Behavioral incidents will be documented in PCR.

4.7.5.5.3. **Kindergarten-4th Grade**

- 4.7.5.5.3.1. **Homework/Friday Folders:** Teachers communicate overall behavioral observations each week in the students' Homework/Friday Folder.
- 4.7.5.5.3.2. **Yellow slips:** A yellow slip will be sent home when a student's offense is repeated and requires communication with parents. The yellow slip will list the discipline violation and include a grade-level appropriate reflection sheet that provides an opportunity for students to reflect on their behavior and outline how they should have acted differently; yellow slips require signatures of student, parent, and teacher. The teacher will notify parents that the slip will be sent home. A yellow slip indicates our desire to partner with parents regarding the discipline issue. If discipline violations continue to occur, the student will be sent to the office. Yellow slips will be documented and uploaded to the child's file in PCR.

4.8. **Serious Misconduct**

- 4.8.1.1.1. If a student commits an act with such serious consequences that the Principal and Dean of Students deems it necessary, suspension may be imposed immediately. Examples of such serious misconduct could include but are not limited to: acts endangering the lives of other students or staff members, gross violence, vandalism, violations of civil law, or drug abuse. Students may also be subject to school discipline for serious misconduct, even if it occurs after school hours or off academy property. If the Principal or board chairman desires to seek the expulsion of a student, he will meet with the academy board to receive counsel and determine together the final decision.

- 4.9. **Child Abuse Guidelines:** Arma Dei Academy adheres to the following guidelines regarding any event or allegations of child abuse.

- 4.9.1.1. The academy will maintain a zero tolerance for any such abuse; not tolerating, excusing, defending or ignoring any identified or unidentified case of abuse.
- 4.9.1.2. All staff members will aid in identifying and addressing any problem that exists or appears to exist.
- 4.9.1.3. Staff and administration are obligated to report if they know or have reasonable cause to suspect, as a matter of information they receive in their professional or official capacity, that a child is abused or neglected. Notification is to be made to the Department of Public Health and Human Services (1-800-820-5437).

4.10. Harassment and Bullying: The definition of harassment and bullying is any repeated, one-sided, systematic pattern of communication, including words, gestures, or physical acts by any individual or group towards another student at any academy function that places a student or academy employee in actual and reasonable fear of harm to his person, property, or reputation. This will also include intentional, targeted, and repeated exclusion. The teacher and appropriate administrator will mutually agree what constitutes bullying in any given situation.

4.10.1. Reporting Harassing and Bullying Behavior

- 4.10.1.1. Any student who believes that he or she has been harassed or bullied in violation of this policy should report such behavior immediately to a teacher, Dean of Students or Principal.
- 4.10.1.2. Any academy employee who has witnessed a student subjected to any act of harassment or bullying behavior should report the incident to the appropriate teacher or administrator.
- 4.10.1.3. Investigation of Harassment and Bullying Reports - The teacher or administrator shall promptly and thoroughly investigate all complaints of harassing or bullying behavior by students.

4.10.2. Disciplinary Action

- 4.10.2.1. The actions taken in response to evidence of harassment or bullying behavior should be reasonably calculated to end any harassment or bullying by eliminating a hostile environment if one has been created and prevent harassment from occurring again.
- 4.10.2.2. Violations of this policy should be considered misconduct and will result in commensurate disciplinary action.
- 4.10.2.3. The teacher will notify both parents immediately if any occurrence of bullying occurs

5. School of Rhetoric Covenant

- 5.1. At the start of each school year, students enrolled in the School of Rhetoric will be required to sign and abide by the following covenant with Arma Dei Academy faculty.
- 5.2. The faculty of Arma Dei Academy hereby promise to glorify God by providing [student] an education that is: 1) excellent, classical, and Christian (i.e., founded upon a biblical worldview); 2) premised upon [student's] unique identity as one fearfully and wonderfully made in God's own image and redeemed by virtue of [his/her] faith in Jesus Christ's person and work; and 3) intended to equip [student] to live purposefully and intelligently in service to God and others. The faculty's expectation is that [student] will make every effort to abide by the code of faith and conduct set forth in Arma Dei Academy's Parent-Student Handbook. If [student] should fail to abide by that code of faith and conduct, the faculty

promise to extend to [student] discipline that reflects the love and purpose of God's own discipline of his children (Heb. 12:3-11), and to forgive [student] as God in Christ has forgiven his children (Eph. 5:32). [Student] hereby promises to glorify God by conforming, to the best of [his/her] ability, to the code of faith and conduct set forth in Arma Dei Academy's student handbook. [He/she] promises to make known to the faculty doubts or misgivings about the fundamental articles of Christian faith outlined in the Parent-Student Handbook. [He/she] equally promises to confess any failures to abide by the academic and/or moral guidelines for conduct outlined in the Parent-Student Handbook. [He/she], finally, promises to extend forgiveness modeled upon God's own forgiveness of his people to the faculty of Arma Dei Academy should the faculty fail to meet any of its own obligations as outlined above to [student]. In summary, the faculty of Arma Dei Academy and [student] mutually agree to reflect God's holiness and grace in all their interactions with one another as they pursue the fulfillment of the responsibilities respectively ascribed to school and scholar above.

6. Operational and Administrative Procedures

6.1. School Hours

Kindergarten	8:15 - 12:10
Kindergarten Enrichment <i>(a minimum of 5 students is required to offer K-Enrichment)</i>	12:15 - 3:30
1st - 9th Grades	8:15 - 3:30

6.2. Drop-Off and Pick-Up Policies

- 6.2.1.** Arma Dei Academy must conform to an approved traffic study that was required by Douglas County when the school was constructed. This plan is subject to change as opportunities to optimize the process are identified. Vehicles must follow the paths illustrated below for **Morning Drop-Off** and **Afternoon Pick-Up** at the 341 and 345 Buildings. *Please respect the safety procedures that are in place to protect all staff and students.*

345 Building (adjoins to the east of Living Way Fellowship Church)

- Kindergarten and Kindergarten Enrichment
- 1st - 2nd-grades
- Homeschool Collaborative Program (HCP)

341 Building (stand-alone Arma Dei building on the west hill)

- Preschool
- 3rd - 9th-grades

6.2.2. General Guidelines

- 6.2.2.1.** In the interest of student safety, there is no crosswalk between buildings during the morning drop off.
- 6.2.2.2.** Parents with students in both buildings will FIRST drop off their older students (3rd through 9th-grades) at the 341 building and then proceed to drop off their younger students (Kindergarten through 2nd-grade or HCP) at the 345 building.
- 6.2.2.3.** Building entrance:
- ALL 3rd through 9th-grade students will enter at the main entrance to the 341 building, no

exceptions.

- ALL K-2nd and HCP students will enter at the 345 entrance, no exceptions.

- 6.2.2.4. Only parents with students in the 345 building may park in designated spaces and walk their student(s) into the 345 building.
- 6.2.2.5. Afternoon walk-up parking is prohibited. All families must pick students up through the carline.
- 6.2.2.6. Arma Dei will be using a digital app for afternoon pick-up, requiring families to display a NEW carline placard. *Please discard any previous carline placards.*
- 6.2.2.7. ALL traffic entering the property will have the right of way.
- 6.2.2.8. For the safety of students, cell phone usage during carline is strictly prohibited.
- 6.2.2.9. In the interest of expediting the carline and for your safety, all traffic will be required to exit the property and turn WESTBOUND onto Wildcat Reserve Parkway during morning drop-off and afternoon pick-up, no exceptions. There are several alternatives to make your way eastbound. We recommend turning right onto Broadway and then right onto Gateway Drive which loops back to Wildcat Reserve Parkway.

6.3. Morning Drop-Off Procedures

- 6.3.1. Morning drop-off will run from 7:50 am - 8:10 am. Students will not be allowed to enter the buildings prior to 7:50 am. Students must be in their classroom and ready to start the school day by 8:15 am.

If a student arrives early, parents are asked to wait with him/her in their vehicle until a faculty member is present unless the student has a school-related need to be in the building. In this case, the parent must park and escort the student into the building and make sure they are transitioned to a responsible party.

Faculty members or parent volunteers will be present during morning drop off to assist the students out of cars and direct traffic as necessary.

Under no circumstances should a driver cut through a parking lot or pull around a car that is loading or unloading students.

- 6.3.2. **K-2 and/or HCP only** – If you have students only in K-2 or HCP, please follow the below drop-off procedure.

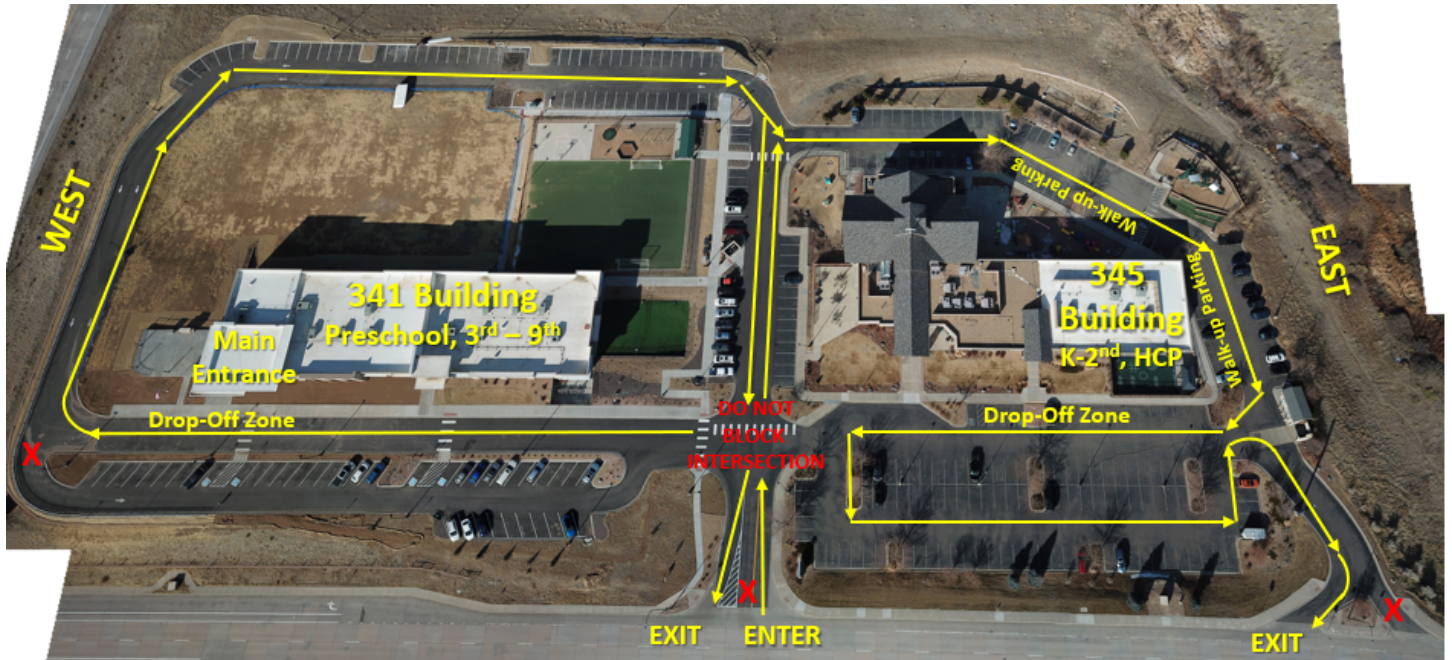
- 6.3.2.1. All traffic must enter at the common center drive between the 341 and 345 buildings.
- 6.3.2.2. Proceed CLOCKWISE around the 345 building to the drop-off zone in front of the 345 building.
- 6.3.2.3. Walk-up parking is available on the EAST side of the 345 building.
- 6.3.2.4. All students will enter through the 345 main entrance, no exceptions.
- 6.3.2.5. To EXIT, continue through the 345 parking lot to exit westbound (RIGHT) onto Wildcat Reserve Parkway.

- 6.3.3. **3rd – 9th only** - If you have students only in grades 3 - 9, please follow the below drop-off procedure.

- 6.3.3.1. All traffic must enter at the common center drive between the 341 and 345 buildings.
- 6.3.3.2. Make an immediate LEFT and proceed CLOCKWISE to the drop-off zone in front of 341.
- 6.3.3.3. To EXIT, continue CLOCKWISE around the 341 building to the common center drive between the 341 and 345 buildings to exit westbound (RIGHT) onto Wildcat Reserve Parkway.

- 6.3.4. **K-9th and/or HCP** – If you have students in both buildings, please follow the below drop-off procedure.

- 6.3.4.1. All traffic must enter at the common center drive between the 341 and 345 buildings.
- 6.3.4.2. Make an immediate LEFT and proceed to the drop-off zone in front of the 341 building.
- 6.3.4.3. All 3rd - 9th-grade students will enter through the 341 main entrance.
- 6.3.4.4. Proceed CLOCKWISE around both the 341 and 345 buildings until you reach the drop-off zone in front of the 345 building.
- 6.3.4.5. All K-2nd and HCP students will enter through the 345 main entrance.
- 6.3.4.6. To EXIT, continue through the 345 parking lot to exit westbound (RIGHT) onto Wildcat Reserve Parkway.

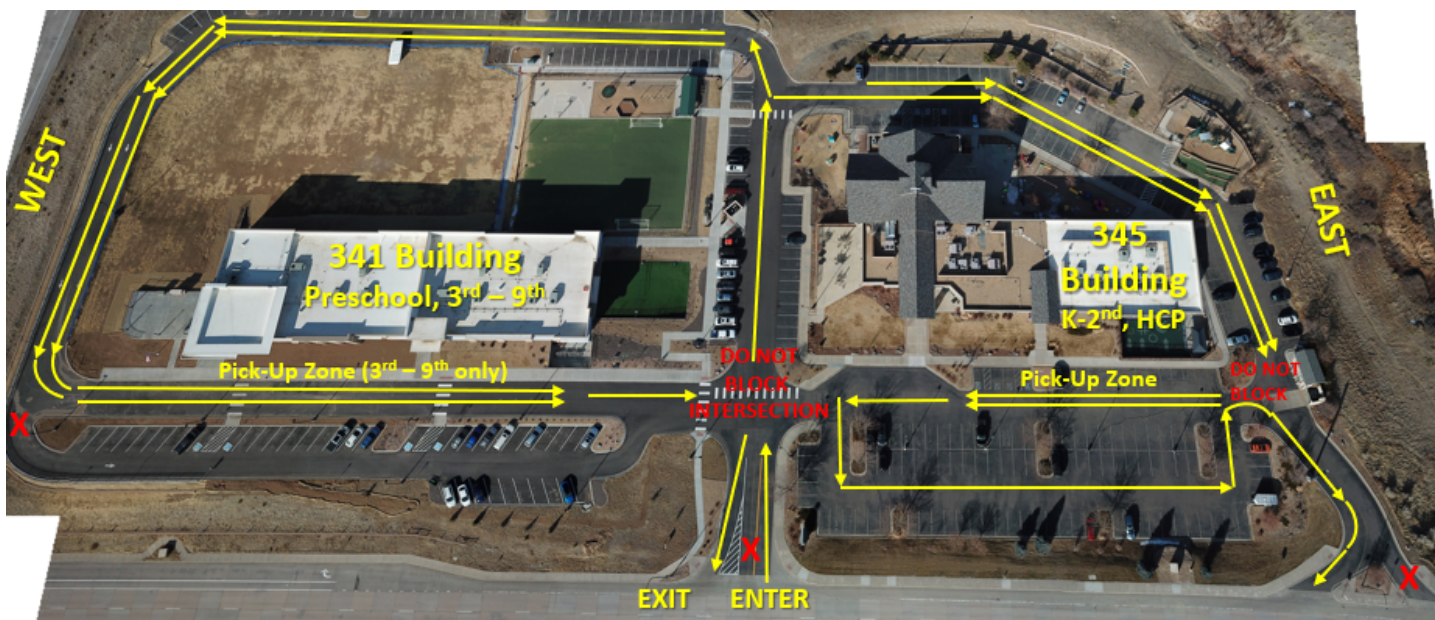


6.4. Afternoon Pick-Up Procedures

- 6.4.1. **Kindergarten AM** - All Kindergarten students who will NOT be staying for Kindergarten Enrichment will be escorted out by teachers to the EAST parking lot alongside the 345 building.
 - 6.4.1.1. Parents must arrive by 12:10 pm to pick up their student(s).
 - 6.4.1.2. Families may enter at either entrance off Wildcat Reserve Parkway.
 - 6.4.1.3. Families may exit either westbound (RIGHT) or eastbound (LEFT) onto Wildcat Reserve Parkway.



- 6.4.2. K-Enrichment – 2nd and/or HCP only** If you have students only in K-2 or HCP, please follow the below pick-up procedure.
- 6.4.2.1. All traffic must enter at the common center drive between the 341 and 345 buildings.
 - 6.4.2.2. Proceed CLOCKWISE around the 345 building, forming two lines in front of and alongside the building.
 - 6.4.2.3. Students will be escorted by staff and loaded into vehicles once in the pick-up zone.
 - 6.4.2.4. To EXIT, continue through the 345 parking lot and take the WESTBOUND exit onto Wildcat Reserve Parkway.
- 6.4.3. 3rd – 9th only** If you have students only in grades 3 - 9, please follow the below pick-up procedure
- 6.4.3.1. All traffic must enter at the common center drive between the 341 and 345 buildings.
 - 6.4.3.2. Proceed COUNTER-CLOCKWISE around the 341 building, forming two lines in front of and alongside the building.
 - 6.4.3.3. Students will be escorted by staff and loaded into vehicles once in the pick-up zone.
 - 6.4.3.4. To EXIT, turn RIGHT at the end of the 341 building and take the WESTBOUND exit onto Wildcat Reserve Parkway.
- 6.4.4. K-9th and/or HCP** If you have students in both buildings, please follow the below pick-up procedure
- 6.4.4.1. All traffic must enter at the common center drive between the 341 and 345 buildings.
 - 6.4.4.2. Proceed CLOCKWISE around the 345 building, forming two lines in front of and alongside the building.
 - 6.4.4.3. At school dismissal, older siblings (3rd - 9th) of K-2 or HCP students will utilize the cross-walk to walk to the pick-up zone at the 345 building.
 - 6.4.4.4. Students will be escorted by staff and loaded into vehicles once in the pick-up zone.
 - 6.4.4.5. To EXIT, continue through the 345 parking lot and take the WESTBOUND exit onto Wildcat Reserve Parkway.



Under no circumstances should a driver cut through a parking lot or pull around a car that is loading or unloading students.

6.5. Playground Etiquette

- 6.5.1.** Children playing on the playground after school must be supervised by an adult at all times. Please be aware

that the outdoor field is rented to other organizations after school hours and on weekends.

6.6. Security

- 6.6.1.** Parents visiting the 345 Building must park in front of the Arma Dei Academy wing or the west side of the Living Way Fellowship Church. The area directly behind the Living Way Fellowship preschool is reserved for their use.
- 6.6.2.** All parents and visitors must enter through the double glass doors at the front entry of Arma Dei Academy 341 or 345 buildings. Other than during arrival and departure times the inside vestibule door will be locked; the receptionist grants building access.
- 6.6.3.** Parents must wear their photo ID badge or name tag for easy recognition. Parents must sign in and out at the receptionist desk.
- 6.6.4.** All other exterior doors will remain closed and locked at all times. The main entrance doors will be manned from 7:50 AM until 4:00 PM.
- 6.6.5.** All other visitors, including workmen, volunteers, and grandparents must present a form of ID (Driver's License or another government issued form of identification) at the reception desk and obtain a badge to be worn while on campus. The badge should be returned when the visitor signs out.
- 6.6.6.** Throughout the academy day, all occupied classrooms are locked so that no one may enter without permission or keyed access.

6.7. Emergency Procedures and Messaging

- 6.7.1.** Arma Dei Academy practices monthly fire and tornado drills throughout the school year and emergency procedures each semester. The academy also works in concert with the Douglas County Sheriff Department (DCSD) in the case of safety emergencies. The sheriff's department will notify the academy of any imminent danger and the administration will immediately enact practiced emergency procedures including lock in, lock down, or emergency weather notifications. The academy will maintain these standards until receiving DCSD notification. The academy will not dismiss students at day's end if sanctions have not been lifted. In emergency situations, a text message and email will be sent to all families notifying them of the situation.

6.8. Inclement Weather Delays and School Closings

- 6.8.1.** In cases of severe weather, the academy will generally follow the school closings as announced by Douglas County School District. Parents will be notified via text message through the emergency text alert system. Closings and delays are also posted on the website and local news stations. Tardies will not be assessed on inclement weather days.

6.9. Medication Policy

- 6.9.1.** The policies regulating the administration of medication during school hours are for the students' safety. Academy personnel will only administer provided medication once all medical forms are signed.
- 6.9.2.** It is required that the first dose of any medication be administered at home. If you or your child's physician decides it is necessary for your child to receive medication during the school day, including self-administered medication, authorization must be on file in the office.
- 6.9.3.** Written authorization is required from a child's parent or guardian for the school to administer

over-the-counter medication. With signed consent, designated Arma Dei Academy personnel may provide acetaminophen (Tylenol or generic equivalent) for headaches, toothaches, dysmenorrhea (cramps), musculoskeletal pain, or a fever over 100.7. No other over-the-counter medications will be dispensed.

- 6.9.4. Prescription medications must be brought to the front office by the parent in the current, original, properly labeled container, as dispensed by the pharmacist or physician. Under no condition will children, including siblings, be allowed to share prescription medications.
- 6.9.5. NO medication of any kind may be carried on a student's person, with the exception of 2-3 cough drops, inhalers for asthma, or emergency medications for allergies and diabetes. Routine medications are to be administered through the front office or by a teacher if specific arrangements have been made.
- 6.9.6. The school nurse will work with parents and physicians to plan and implement individualized healthcare plan and services for children with disabilities or health conditions that interferes with learning, including medication administration and monitoring.

6.10. Contagious Illness Policy

- 6.10.1. It is the expectation of Arma Dei Academy that families will keep ill students at home so that conditions that are contagious are not spread to classmates, faculty, and staff. This includes not sending students to school if they have had any of the following within the previous 24 hours: Fever greater than 100.4°F, vomiting, diarrhea, or lice infestation.
- 6.10.2. A student whose temperature is 100.4°F or higher, who experiences vomiting or diarrhea at school, or whom the teacher feels has excessive coughing or nasal drainage will be sent home. When parents are notified of the need to pick-up their student, the student should be picked up within 30 minutes of being called.
- 6.10.3. Please keep the office updated of any changes in relevant health history or medication. When you choose your local emergency contact, make sure that person is aware of your choice, and consider providing him/her with copies of your medical insurance information/card and a power of attorney that legally authorizes him/her to seek medical care for your student in the event that you are unavailable.

6.11. Serious Disease Policy

- 6.11.1. This policy applies to all students, employees, and volunteers of the academy. Serious diseases are communicable and are potentially life threatening or can cause permanent bodily damage. Meningitis, AIDS (Acquired Immune-Deficiency Syndrome), and pneumonia are examples. Common colds, acute influenza, chicken pox, strep throat, and the like, though unpleasant and contagious, are not considered serious diseases.
- 6.11.2. The Principal will take all appropriate precautions, including isolating the student(s) who may have contracted or been exposed to the disease, to reduce the risk of exposure by any student, employee, or volunteer to any known serious disease.
- 6.11.3. The academy will not be held responsible for the communication of any serious disease that was introduced to the academy without the knowledge of the administration.
- 6.11.4. Upon receiving reliable information that a student, employee, or volunteer has contracted or been exposed to a serious disease, the administration will immediately contact the parents of any involved student, the board of directors, and, at the discretion of the Principal, local health officials, and the Center for Disease Control in Atlanta, Georgia, to obtain pertinent information.
- 6.11.5. Based upon all available information, the administration will determine what actions are necessary. The

administration will then contact the parents of the affected student(s) and relay to them the information it has received as well as the decisions that have been made.

- 6.11.6. The Principal may require a student to remain home for a specific or indefinite period of time. The board of directors and administration may close the academy in extreme cases.

6.12. Food or Environmental Allergies

- 6.12.1. While the academy will reasonably cooperate with parents and students in managing a food or environmental allergy, Arma Dei Academy cannot guarantee an allergy safe environment.

6.13. Lost and Found Policy

- 6.13.1. As a courtesy to parents and students, the academy has a lost and found bin at the reception desk. Periodically this bin will be emptied. Labeled items will be returned to students. Unidentified uniform items will be laundered and added to the school's stock of used uniform items that are available for parents to purchase. Unidentified non-uniform items will be taken to a thrift store. A notice will be sent home via email whenever the lost and found bin is to be emptied.
- 6.13.2. **It is very important that all students' clothing be marked with a legible name.** Please do not use the student's initials or the student's first name to mark clothing. The purpose of the marking is not only for the student to recognize his/her clothing, but to facilitate easy return. The use of iron-on or sew-in name labels is highly recommended. **In addition, please do not forget to clearly mark your student's lunchbox, backpack, and notebooks.**

6.14. Student Calls Home

- 6.14.1. In an effort to develop responsibility, students will not be allowed to call home for forgotten homework, PE clothes, or other miscellaneous items.
- 6.14.2. Parents should not "rescue" their children when forgotten items are discovered at home, but rather allow them to learn and grow from the natural consequences that result.

6.15. Textbook – Loss or Damage

- 6.15.1. In the case of lost or damaged textbooks, parents will be billed for the total replacement cost. Report cards and transcripts will be held until books are returned or replacement fines paid.

6.16. Third Party Sale of Goods

- 6.16.1. In respect for others, no students or adults may sell goods or services, not related to Arma Dei Academy, on the school grounds.

6.17. Leaving and Returning to School

- 6.17.1. When students must leave school during the school day, the parent must sign them out at the reception desk. When the student returns, the parent must sign them back in.

6.18. Volunteers and Visitors

- 6.18.1. All visitors must present a form of ID (Driver's License or another government issued form of identification) at the reception desk and obtain a badge to be worn while on campus. The badge should be

returned when the visitor signs out.

6.18.2. All volunteers will submit to an annual background check, record hours in Raptor, and wear issued badge while on campus.

6.18.3. Visitors and volunteers should maintain appropriate dress by wearing nice jeans, slacks, sensible skirts, dresses, and shorts, and modest tops (for women). Athletic tights, yoga pants, without the benefit of a long tunic are not appropriate.

6.19. School-wide Communication

6.19.1. The academy website, parent portal, teachers' weekly updates, and the monthly and weekly newsletters are the primary means of school-wide communication. Parents are responsible to read communication in order to keep abreast of happenings and important information.

6.20. Information sharing regarding students

6.20.1. While information regarding students is considered confidential; teachers, staff, and tutors may share information about the student's academic progress, developmental or behavior issues, or other pertinent information on a need-to-know basis.

6.21. Activity Fees

6.21.1. Across grades K-6, a fee of \$30 per student will be charged quarterly for school activities and withdrawn from the family FACTS account as each new quarter begins. These fees cover yearbook, quarterly field trips, special programs, and any other fees associated with enriching student learning. These fees do not cover any additional fees associated with sport activities.

6.21.2. For grades 7-8, a fee of \$75 per student will be charged quarterly for school activities and withdrawn from the family FACTS account as each new quarter begins. These fees cover yearbook, quarterly field trips, special programs, and any other fees associated with enriching student learning. These fees do not cover any additional fees associated with sport activities or travel and recreational costs associated with enrichment excursions.

6.21.3. In the School of Rhetoric, a fee of \$195 per student will be charged quarterly for school activities and withdrawn from the family FACTS account as each new quarter begins. These fees cover yearbook, quarterly field trips, special programs, and any other fees associated with enriching student learning. These fees do not cover any additional fees associated with sport activities or travel and recreational costs associated with enrichment excursions.

6.22. Parent-Teacher and Parent-Student Conferences

6.22.1. In the Schools of Grammar and Logic, school-wide parent-teacher conference days are scheduled at the end of the first and third quarters. Parent attendance is required for all Grammar School parents. Logic School parents are encouraged to attend conferences as well. Parents will be notified one week prior to conferences if a mandatory conference is required. Failure to attend a conference may result in the withholding of a re-enrollment agreement for the ensuing year at the school's discretion. First quarter conferences provide time for parents and teachers to discuss student adjustments into the new school year. Third quarter conferences allow for discussion on how the student can finish the school year well. If there is a possibility that a student may fail a course for the year or be recommended for retention, parents will be made aware of it at the third quarter conference. In certain instances, the teacher, parents, and principal may enter into a negotiated plan of action to remediate.

- 6.22.2.** In the School of Rhetoric, school-wide student-teacher conferences are scheduled at the end of the first and third quarters. The objectives for student-teacher conferences are largely the same as those for parent-teacher conferences in the Schools of Grammar and Logic. However, Arma Dei desires students in the School of Rhetoric to exercise increasing ownership of their own academic progress. In the earlier grades of the School of Rhetoric, students are strongly encouraged to invite their parents to participate in their conferences with teachers.

6.23. Uniform Policy

- 6.23.1.** Arma Dei Academy requires that each student wear the academy-approved uniform. The uniform enhances the atmosphere of learning, minimizes questionable attire, and positively fosters a spirit of camaraderie among the student body. The student in uniform is identified with a group that strives for excellence and the Arma Dei Academy policy is established toward that end. Each academy student is requested to arrive at school wearing a neat, clean uniform in good condition. Please reference the [Arma Dei Academy Uniform Guide here](#) (also found on the website under Parent Resources).
- 6.23.2.** Grammar school parents will receive an email notifying them of the violation. If a pattern develops, parents will be called and required to bring the proper uniform to school.
- 6.23.3.** Logic school students will lose House points for being out of dress code. Repeated violations will require a parent to bring the proper uniform to school and will be documented in PCR..
- 6.23.4.** School of Rhetoric: Under Development.
- 6.23.5.** Please use discretion purchasing, wearing, and carrying items not dictated by the uniform standards. Outerwear, lunchboxes, and backpacks should be God honoring, upholding what is true, beautiful, and good. The faculty reserves the right to disallow any items that do not uphold these virtues.

6.24. Chapel

- 6.24.1.** On Fridays, there will be a family chapel service from 8:15 AM to 8:45 AM. Parents are encouraged to attend. Chapel speakers may include board members, faculty, parents, local pastors, and suitable public speakers. Often students will give presentations based on classroom learning. Older students serve as master of ceremonies as a part of the academy leadership training.

6.25. Field Trips

- 6.25.1.** Field trips will be chosen carefully to enrich classroom instruction. These trips are an integral part of the curriculum; therefore, student attendance is required. In order to maximize the learning these trips provide and to ensure the safety and security of our students, the following guidelines should be followed.
- 6.25.2.** As field trips are an extension of the classroom, unless otherwise noted, students will wear their regular or dress uniform. However, where such trips necessitate a change of attire, the teacher will communicate the change to parents and students beforehand.
- 6.25.3.** Students are expected to display respect for others, self-restraint, and good manners on all field trips, just as they are in ADA's classrooms. Behavior that violates ADA's rules or jeopardizes the safety of others will be documented and reported to the Administration.

If a student on an overnight field trip displays insubordinate behavior, interferes with the learning of other students, or jeopardizes the safety of students or staff, then the student will be removed from the activities

and may be declared ineligible to attend future overnight field trips. In extreme cases, parents may be asked to arrange for the student's immediate transportation home.

- 6.25.4.** Arma Dei Academy does not have a bus and usually requires parent participation to get students to and from field trip locations. For anyone driving on a field trip the following must be completed on an annual basis: background and criminal checks, Department of Motor Vehicle check and submission of a copy of current driver's license, and current proof of liability insurance.
- 6.25.5.** According to Colorado law, if a child requires a car seat to travel in a car, it is the parent's responsibility to provide a car seat for the child for the field trip. The school reserves the right not to take a child on a field trip if it is determined that the child requires a car seat and one was not provided.
- 6.25.6.** Field trips are limited to Arma Dei Academy students and designed as an educational experience and social outing for the class. There are field trip chaperones and field trip drivers. Chaperones who want to attend but are unable/unwilling to drive may be asked to pay their own entrance fee.
- 6.25.7.** The school will determine the number of drivers and chaperones for each field trip. The school reserves the right to deny any parent permission to drive for and/or attend any field trip, at any time, for any reason. The school will assign students to the various chaperones and drivers taking into consideration the groupings are appropriate and foster friendships and classwide unity. To further this end, we do not accept seating requests for field trips.
- 6.25.7.1.** In the event that a parent is not selected to drive on a field trip and is not comfortable allowing their student to ride with someone else, that parent may choose to drive the student to and from the field trip. The parent needs to alert the teacher as soon as possible so that all of the pertinent information can be copied and made available. The parent must deliver and pick up his/her child at the designated location at the designated time. If the parent is late for pick-up, the child will be returned to school with another driver or on the bus.
- 6.25.8.** Chaperones are assigned a group of students for whom they are responsible. Chaperones may not bring younger children or other students, as this may distract from their primary responsibility of supervising the students assigned to them.
- 6.25.9.** Field trip drivers are parents who are available to drive but not chaperone. Parents with younger children may serve as field trip drivers. They will not be assigned students to chaperone. They are free to drop off and pick up students from the field trip destination. If the locality allows, they are also free to take advantage of the field trip with their non Arma Dei Academy students but will not be considered a part of the Arma Dei Academy field trip and therefore cannot receive school field trip discounts.
- 6.25.9.1.** Drivers may play classical music, Christian radio stations, or Christian CD's in line with the academy statement of faith. The playing of DVD's, electronic games/devices, and popular radio is **not** permitted on academy related trips.
- 6.25.9.2.** All drivers should be careful to obey all traffic laws (speed limits, parking, etc.) (Romans 13:1) and all students must use proper safety restraint in the vehicle. Parents are responsible for providing appropriate safety car seats identified with the student's name.
- 6.25.9.3.** Drivers may not stop at any location not on the itinerary (i.e., Starbucks), unless permission has been granted in advance, in writing, by the teacher.
- 6.25.10.** Student cell phones are not allowed on field trips. Teachers and chaperones will be responsible for taking pictures.

6.26. Lunch

- 6.26.1.** Students will eat lunch in the designated dining room or outside, weather permitting. No food is allowed in the classrooms.
- 6.26.2.** Lunch delivery for students by outside vendors/restaurants is **not** permitted.
- 6.26.3.** Parents may purchase food through a third-party service as designated by the academy.
- 6.26.4.** Parents are welcome to enjoy lunch occasionally with their student.

6.27. Holidays and Class Parties and Special Occasions

- 6.27.1.** Generally, Arma Dei Academy does not take class time to celebrate holidays that are unrelated to our educational goals.
- 6.27.2.** There will be no gift giving between students on campus.
- 6.27.3.** Students are allowed to bring in edible birthday treats to share with their entire class. Students should give treats to their homeroom teacher who will determine an appropriate time to partake in them. Please be aware of any dietary restrictions or allergies and plan accordingly.
- 6.27.4.** Valentine's Day celebrations, if any, should be limited to a few minutes during which students can exchange cards after the Dads Valentine Breakfast or another time designated by the teacher. All students in the class are to be treated equally, that is, there should not be special gifts/cards given only to special friends. The focus of any celebration should be the love of God and the love of friends and not on romantic love.
- 6.27.5.** Students may not distribute invitations at school for a private party unless the entire class is invited or **all** of the girls or **all** of the boys are invited.
- 6.27.6.** Special feasts that are related to the curriculum, such as Thanksgiving, or historical feasts will be structured to reflect the academy's educational goals.
- 6.27.7.** Grammar grade levels participate in an annual festival/celebration related to their history curriculum. To prevent academic disruption, school-age siblings may not be excused from class to attend another grade-level's festival. Non-school aged siblings are welcome to attend festival celebrations with their parents.
- 6.27.8.** Arma Dei Academy does not, as a school, recognize or celebrate historic Christian holidays that have been thoroughly secularized (e.g., Halloween) or popular figures existing from the partial secularization of historic Christian holidays (e.g., Santa Claus, the Easter Bunny, etc.). The Academy respects the decision of families to celebrate or refrain from celebrating such holidays and figures at home. The historical origins of figures such as Saint Patrick, Saint Nicholas, and/or Saint Valentine may be acknowledged in class.

6.28. Arma Dei Parent Lounge – We are excited to welcome you to the new Parent Lounge in the 341 building. The lounge is a private community space to connect with other parents and faculty before or during the school day. Please observe the following protocols while using the Parent Lounge to ensure an excellent experience for all our community members.

- 6.28.1.** The Arma Dei Parent Lounge is an adults-only space. Grab a cup of coffee and a good book, fellowship with other parents, or enjoy a beautiful, quiet workspace. Wifi will be available to guests.

- 6.28.2.** Students may not enter or use this space. This also includes siblings of students.
- 6.28.3.** All parents must check-in at the reception desk to obtain a temporary badge for the day. Upon leaving the lounge, please make sure to check out with the receptionist.
- 6.28.4.** You may enjoy light food items that you bring with you, but please make sure to clean up after yourself before you leave. There is a trash can underneath the sink.
- 6.28.5.** If you move any of the furniture, please return it to the spot you originally found it.
- 6.28.6.** The Arma Dei Parent Lounge is not open to the public but rather a gathering spot for the Arma Dei parent community.
- 6.28.7.** Reservations are not required for drop-in guests.
- 6.28.8.** The lounge may be reserved for Arma Dei community events, such as Bible studies, book clubs, parent education, and grade-level gatherings.
 - 6.28.8.1.** Please fill out the form below to submit a reservation request. Upon receipt, an Arma Dei representative will contact you to confirm the date and time requested.
[Parent Lounge Reservation Request Form \(google.com\)](#)